

Self-Service Center

PROCEDURES: HOW TO REQUEST TO UPDATE THE COURT RECORDS WITH YOUR ADDRESS AND/OR NAME CHANGE.

Here are the steps you must follow to request to update the court records with your address and/or name change.

STEP 1: Fill out the form entitled ***“Updated Information on Address and/or Name”*** in this Packet. Date and Sign It.

STEP 2: **Make 1 copy** of the form. The original is for the Clerk of the Court. The copy is for your file.

STEP 3: Submit the form to the Clerk of Superior Court:

In Person: Take the Original and 1 Copy to the Clerk of the Court along with any papers or documents that prove that your name and/or address has changed to:

DOWNTOWN PHOENIX:

Superior Court of Arizona
Clerk of the Court
Family Court Filing Counter
201 West Jefferson, 1st Floor
Phoenix, AZ 85003

MESA:

Superior Court of Arizona
Clerk of the Court
Family Court Filing Counter
222 East Javelina Drive
Mesa, AZ 85210

SURPRISE:

Superior Court of Arizona
Clerk of the Court
Family Court Filing Counter
14264 W. Tierra Buena Lane
Surprise, AZ 85374

The Clerk of the Court will take the original and update the court records. The Clerk of the Court will stamp your copy (conformed copy) to show that you gave the Clerk of the Court the original.

By Mail: Send the original to the Clerk of Superior Court at either address listed above. Please keep a copy of the form for your records.

By Fax: You can send the form to the Clerk of Superior Court by fax at the numbers listed below.

If your case includes:

- ✓ Child Support and/or Spousal Maintenance, fax to 602-506-1937,
- ✓ Restitution, fax to 602-506-5127.
- ✓ For all other cases, fax to 602-506-7684.